# GLENDALE COMMUNITY COLLEGE DISTRICT 1500 N. Verdugo Road Glendale, CA 91208

#### **BOARD OF TRUSTEES MEETING NO. 17**

The special meeting of the Glendale Community College District Board of Trustees was called to order by Ms. Ransford at 8:35 a.m. on Friday, May 10, 2013 at the Professional Development Center, Room 200, 2340 Honolulu Avenue, Montrose, CA 91020.

Administrators Present **Trustees Present** Representatives Present Mrs. Anita Quinonez Gabrielian Dr. Jim Riggs Guild: Ms. Isabelle Saber Dr. Armine Hacopian Dr. Edward Karpp Dr. Mary Mirch Dr. Vahé Peroomian Ms. Ann Ransford Mr. Ron Nakasone Mr. Anthony P. Tartaglia Mr. Nelson Oliveira Mr. Arman Marukyan ST -Ms. Donna Voogt Dr. Ricardo Perez (excused)

The media was represented by the Glendale News-Press. An audio tape of this meeting will be on file in the Superintendent/President's Office and on the college's website at <a href="http://www.glendale.edu/boardoftrustees">http://www.glendale.edu/boardoftrustees</a>>.

PLEDGE OF ALLEGIANCE - The Pledge of Allegiance was led by Ms. Ransford.

#### **ROLL CALL**

Roll call was taken. It was noted that, due to a previous commitment, Mr. Tartaglia would not attend the morning session.

### COMMENTS FROM THE AUDIENCE - BOARD AGENDA ITEMS ONLY

There were no comments.

### SPECIAL PRESENTATION

1. "Student Success Scorecard 2013"

Dr. Edward Karpp, Dean of Research, Planning, and Grants presented a PowerPoint presentation to the Board on the Student Success Scorecard. Areas covered included indicators, comparisons, persistence, completion, remedial progress, CTE [Career Technical Education]; and CDCP [Career Development & College Preparation] rates. Dr. Karpp also presented data from a handout entitled, "2013 Scorecard Data with Armenian Subgroup (Cohort Tracked from 2006-2007 to 2011-2012.)"

At the conclusion of the presentation, Ms. Ransford thanked Dr. Karpp.

### STUDY SESSIONS

The three study sessions were facilitated by Dr. Jim Riggs, Interim Superintendent/President. Agendized topics addressed were:

1. Board Self-Evaluation: 2012 - 2013

2. Review of 2012-2013 Board Goals

3. Transition Planning for the New Superintendent/President

# 1. BOARD SELF-EVALUATION: 2012-2013

The Board reviewed the collective rankings on each of the itemized questions in the 2012-2013 Trustee Evaluation Instrument document.

As an outcome of the review, future considerations included discussion of (at the next board retreat) narrowing the board goals and making them more strategic; formation of a legislative subcommittee; community relations/legislator assignments to each of the board members; participation in accreditation team visits; and exploration of the new social media for marketing and communication.

Dr. Riggs recommended making diversity a prominent goal; developing a new board member orientation plan for two years from now; building a secondary budget contingency reserve before the expiration of the Proposition 30 tax increases; putting aside money each year for infrastructure projects; prioritizing the creation of a Division of Institutional Advancement; and including an external scan when soliciting feedback from various campus constituencies.

The meeting recessed at 9:45 a.m. At 9:51 a.m., the meeting reconvened. Roll call was taken. Board Members present: Mrs. Gabrielian, Dr. Hacopian, Dr. Peroomian, Ms. Ransford.

### 2. REVIEW OF 2012-2013 BOARD GOALS

The Board Members reviewed the "Board of Trustees Goals 2012-2013." As an outcome of the discussion, Dr. Riggs will oversee the coordination of the incorporation of the suggested revisions into the board goals document.

[Note: The revised "Board of Trustees Goals 2012-2013" will be placed on a future board meeting agenda as a first reading report.]

Concluding comments on Study Sessions 1 and 2:

- Dr. Hacopian noted that the board self-evaluation and board goals should be integrated.
- Ms. Ransford pointed out the need to revamp the evaluation instrument.
- Dr. Peroomian noted that the evaluation instrument is from the ACCJC [Accrediting Commission for Community and Junior Colleges]. He said that the lower-ranked items on the evaluation should be factored into the goals.
- Ms. Ransford said that the board goals should be aligned with the college's goals. Dr. Karpp confirmed that, at present, they are not.
- Ms. Ransford indicated that the Board can work with the new Superintendent/President on the above.
- Ms. Ransford encouraged board members to participate in the CCLC "Excellence in Trusteeship Program."

The meeting recessed at 10:47 a.m. At 11:02 a.m., the meeting reconvened. Roll call was taken. Board Members present: Mrs. Gabrielian, Dr. Hacopian, Dr. Peroomian, Ms. Ransford.

### 3. TRANSITION PLANNING FOR THE NEW SUPERINTENDENT/PRESIDENT

Ms. Ransford said that the Board has been thankful for and pleased with the work that Dr. Riggs has done this past year and that this sentiment is echoed campus-wide. The Board Members responded with a round of applause.

Dr. Riggs noted that he is developing a functional transition plan in anticipation of the new Superintendent/President's arrival on July 1. He remarked that he plans to come back 5-6 days per month through the Fall to assist the Superintendent/President on projects that the Superintendent/President assigns.

Dr. Riggs said that, as part of the transition, he has developed 15 strategic areas that tie into the board goals and the operation of the institution. Dr. Riggs noted that Mr. Nelson Oliveira, Director of Facilities, and Chief Gary Montecuollo, Campus Police, were present to address items pertaining to their departments. The list was presented as a handout in grid format and included "Persons Responsible," "Monthly Action Plan," and "Outcomes/Closure." He then reviewed the 15 areas, which are as follows:

- 1. Develop a long-range resource allocation model that addresses the most critical ongoing fiscal needs of the District, and provides for long-range fiscal stability.
- 2. Reduce the cost of healthcare benefits while maintaining adequate levels of coverage for our employees and families.
- 3. Archive all unfilled positions that have not been filled in the past three years and where there are no immediate plans to fill the positions.
- 4. Maximize the effectiveness of all employees, individual career and professional development plans as well as a succession planning processes must be implemented.
- 5. Develop and implement a plan to improve inclusiveness and diversity throughout the College District.
- 6. Conduct a college-wide assessment to identify unproductive departmentalization of programs and services and administration (oftentimes referred to as "silos"), in order to start integrating programs and services when possible.
- 7. Develop a Facilities Maintenance and Usage Plan, referred to as a Facilities Index.
- 8. Develop a purchasing and procurement policy, which sets standards for purchases.
- 9. Develop a Strategic Master Plan for the Garfield Campus.
- 10. Finalize the implementation of an active Emergency Response Plan.
- 11. Complete the long overdue organizational changes that are underway in both the Instructional Services and Student Services areas.
- 12. Move the start of the Spring 2014 (or 2015) semester to early to mid-January.
- 13. Develop a Division of Institutional Advancement to provide a cohesive administrative unit for a number of important functions that are now scattered throughout the College.
- 14. Identify appropriate and measurable benchmark levels for all services and functions that reflect the greatest needs of the College and limitations on our resources.
- 15. Implement a district-wide non-smoking policy at the start of the Fall 2013 semester.

At the conclusion of the review, Dr. Riggs said that he appreciated today's opportunity to brief the Board of Trustees.

Mrs. Gabrielian thanked Dr. Riggs and noted that Dr. Riggs was not just "babysitting" this past year. She said that the strategic plan was great progress. Mrs. Gabrielian noted that she always appreciates an exit interview. She said that she knew that Dr. Riggs and the new Superintendent/President would be working very closely and suggested that, once Dr. Riggs had completed the transition in the Fall, he participate in a board retreat or board meeting for an exit interview and to proffer his recommendations. Dr. Riggs replied that he would be happy to, as he has committed to the Superintendent/President through the Fall. Ms. Ransford thanked Dr. Riggs for his report and to all who provided input during the review.

The meeting recessed at 12:06 p.m. At 12:26 p.m., the meeting reconvened. Roll call was taken. Board Members present: Mrs. Gabrielian, Dr. Hacopian, Dr. Peroomian, Ms. Ransford, Mr. Tartaglia.

#### **CLOSED SESSION**

- 1. PUBLIC EMPLOYMENT pursuant to Government Code Section 54957 Title: Superintendent/President
- CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6

a. Agency designated representative: Ms. Donna Voogt

Employee organization: California School Employees Association

b. Agency designated representative: Mr. Ron Nakasone

Employee organization: Glendale College Guild

c. Agency designated representative: Ms. Donna Voogt Employee organization: Unrepresented Employees

**RECONVENE IN PUBLIC SESSION –** 2:05 p.m.

**REPORT OF CLOSED SESSION ACTION - None** 

# **ADJOURNMENT**

Since all business on the agenda had been considered, the r	meeting was adjourned at 2:05 p.m
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Ms. Ann H. Ransford, President	Mr. Anthony P. Tartaglia, Clerk

Board of Trustees Special Board Meeting, May 10, 2013 Minutes recorded by Sally Holmes, Secretary to the Interim Superintendent/President. Minutes adopted at June 24, 2013 Board of Trustees Meeting